

Satellite Supervisor

Student Center Satellite Games Room

Position Overview

The Satellite Supervisor will be responsible for the Satellite operations and programs during assigned hours. Will have direct supervision of student employees on duty and will assist professional staff in the training, hiring, and evaluation of other student employees.

Position Responsibilities

- Coordinates and supports the efforts of other student employees on duty in the absence of full time staff.
- Organize, set-up, and service of leagues, tournaments, and other programs assigned.
- Assists the Leisure Services Manager in promotions and marketing of the SC and Satellite Games Rooms.
- Enforces policies and procedures of the Satellite Games Room.
- Handles the locker program keeping up with lockers needing to be rekeyed and making and posting signage for lockers that are available or that are overdue.
- Assigns pool tables, rental cues, sells resale items, and other day to day operations.
- Counts beginning or closing banks for accuracy. Makes sure shifts are closed out properly.
- Assist in the training of new employees of the Satellite Games Room.
- Prepares a schedule and roster of Satellite employees.
- Attend monthly staff meetings and/or training workshops.
- Other duties as assigned by the Leisure Services Manager.

Qualifications

- Current enrollment in good standing at the University of Houston.
- Experience in public contact with good communication skills.
- Good cash handling skills.
- Ability to organize others in the workplace.
- Should have previous employment in the workplace.
- Ability to work 12-20 hours weekly with a set schedule.

Salary

- Student Center and Associated Facilities Pay Plan – Management
- Salary Range: \$9.25 - \$9.75 hourly.

If you have any questions or would like further information, please contact the Student Center Games Room at 832-842-6202 or stop by our office in Room B40 of the SC.